Shortcuts for ARI's New Dashboard

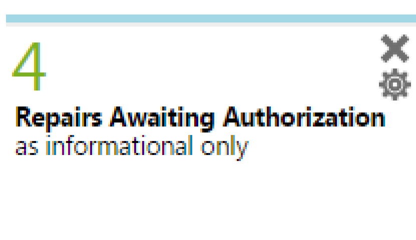
The look of ARI's new dashboard gives the Agency Fleet Coordinator an at a glance view of their fleet's total cost per vehicle in both fuel and maintenance whether or not the agency uses ARI's services or not for their fleet. The new dashboard contains alerts and KPI's (Key Performance Indicators) that are filterable and coordinators can change the criteria of the alerts and KPI, as well as add or delete alerts and KPI's from the viewable dashboard.

The new dashboard has 6 tabs: the General Fleet Info, Inventory, Maintenance, Fuel Usage, Trends, and Dashboard Store.

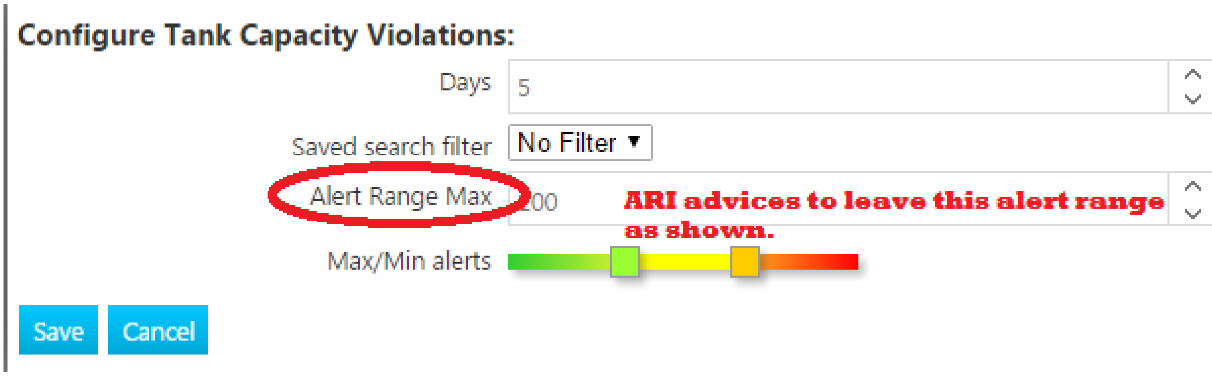
- The General Fleet Info is a quick view of some alerts and KPI's that the Fleet Management Office thought would be most useful for a quick look at the fleet.
- The Inventory tab is a look at the Coordinator's fleet. It shows the age of the fleet, number of vehicle meeting replacement criteria, vehicles with invalid VIN numbers, monthly mileage, and percentages of makes, models, and years.
- The Maintenance tab is a look at the maintenance side of the coordinator's fleet. The coordinator can see the number of open POs for maintenance on the fleet, POs awaiting authorization, vehicles overdue for routine maintenance, and open recalls.
- The Fuel Usage tab is a look at the fuel usage downloaded from WEX on a daily basis into ARI's dashboard, such as fuel cost and transactions exceptions, overall fleet fuel economy, invalid fuel odometer entries, fuel purchases by type, percentage utilization, and projected fuel usage.
- The Trends tab are KPI's that gives the coordinator various cost trends about their fleet.
- The Dashboard Store tab is where the coordinator can add different alerts and KPI's to the other tabs.

A Closer Look at How to Change Filters and Criteria in Alerts and KPI's

By running your cursor over any alert or KPI, a brief description of what that module shows. If the agency coordinator decides that a particular alert or KPI is not something that will be useful, they can remove the module by placing their cursor over the module. An "X" and "gear" in the upper right side of the module. By clicking on the "X", this will remove the module from the tab that is displayed.



To change a setting or filter inside a module, move the cursor over the module to make the "X" and "gear" appear in the upper right side of the module. Click on the "gear" to bring up the filter display box. Depending on which module, different filters may appear. **Please note, ARI advises to keep the Alert Range Max set as shown. ** When all the changes have been made, click on the "Save" button and ARI will automatically change data shown on that tab.



Drilling down the data

Inside the modules, the user can "drill down" the information shown. By clicking on the title of an alert module, a new page will appear showing the specific data of that module, where the user can "drill" down further by clicking on "Details" to the left of each vehicle.

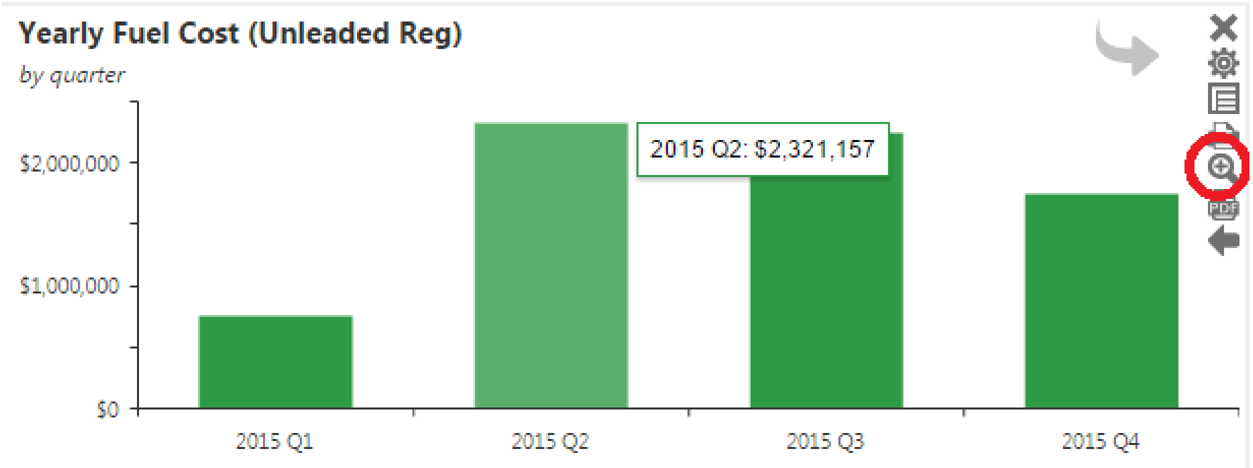
Customize

Veh

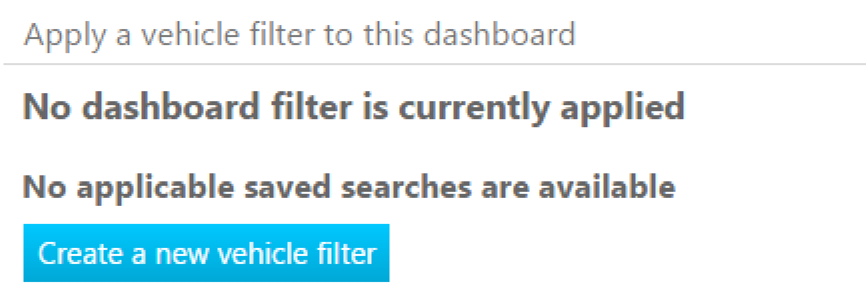
Total Rows: 8 Rows Per Page: 20 Page 1 of 1 Go to Page:

	Client	Vehicle	Registration Plate	Division	Model Year	Make	VIN Model
Details	5R82	[redacted]	[redacted]	11	1999	Isuzu	Npr-Hd
Details	5R82	[redacted]	[redacted]	11	2008	Jeep	Grand Cherokee
Details	5R82	[redacted]	[redacted]	11	2002	Gmc	Sierra
Details	5R82	[redacted]	[redacted]	11	2006	Gmc	Sierra
Details	5R82	[redacted]	[redacted]	11	2006	Gmc	W5500
Details	5R82	[redacted]	[redacted]	01	1993	Kenworth	T600
Details	5R82	[redacted]	[redacted]	01	1996	Ford	F-350
Details	5R82	[redacted]	[redacted]	01	2008	Sterling	L9500 Series

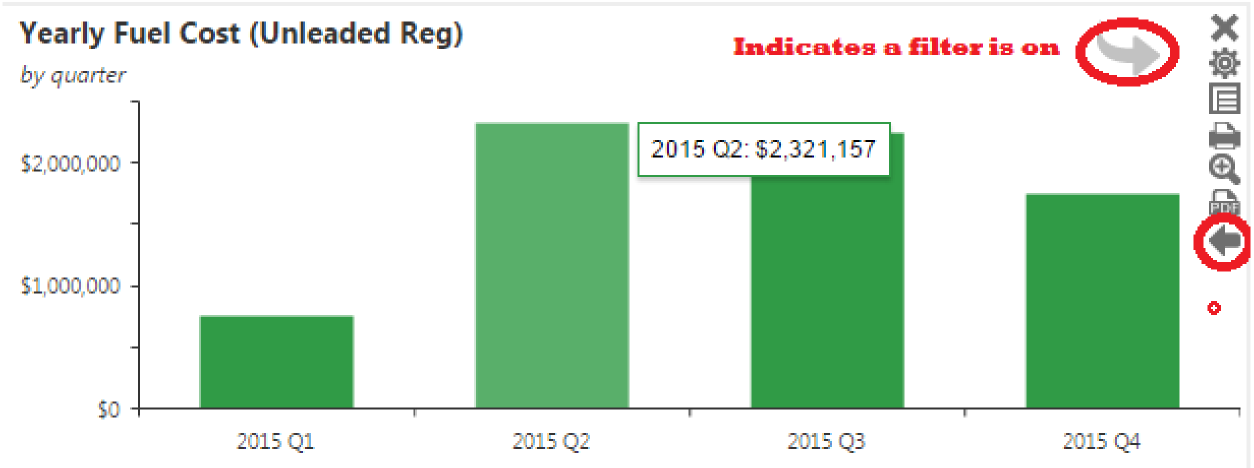
In KPI's, the "drill down" is within the module, but the module can be enlarged by clicking on the "magnifying glass" inside the module.



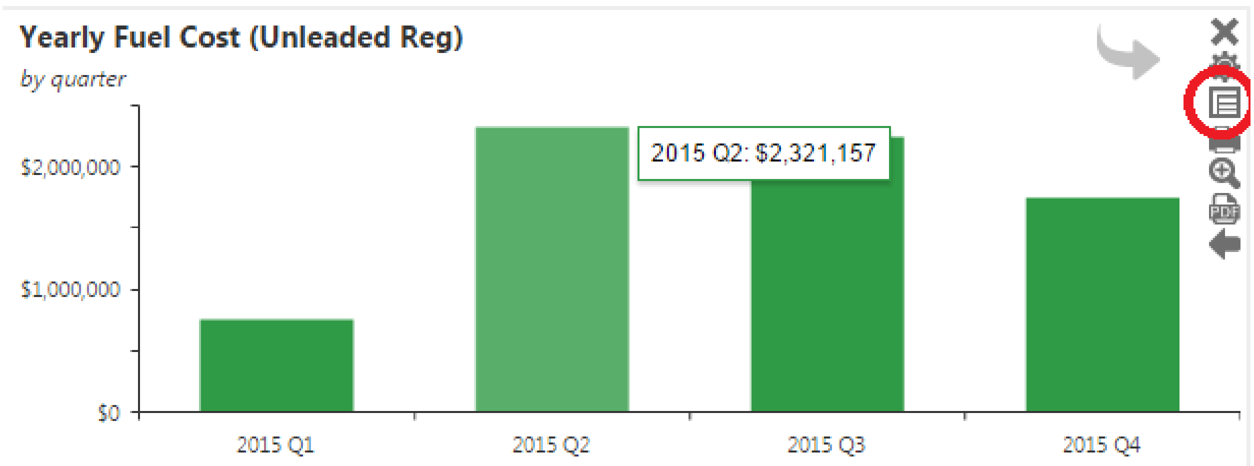
ARI's screen will tell the user if a tab has been filtered or "drilled down" in 2 ways. The first is on located on the tabs level on the right hand side. The car symbol with the triangle behind it will be highlighted in red, indicates that a module or more has been filtered or "drilled down". By clicking on this button, it will return all the modules to their unfiltered status. This is also where you can apply the same filter to all the modules on the current viewing tab.



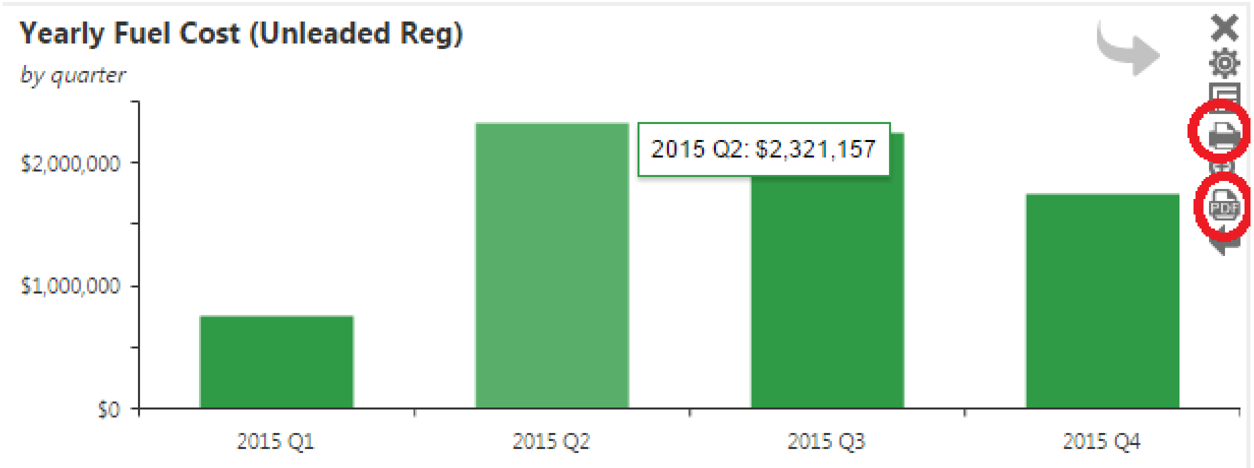
If only a KPI module needs to be unfiltered, move the cursor over the module to make the side menu appear. By clicking on the back arrow, the drill down filters can be removed one at a time.



With KPI's the graphs can be changed from pie charts to bar lines to text by clicking on the "text/page" icon.

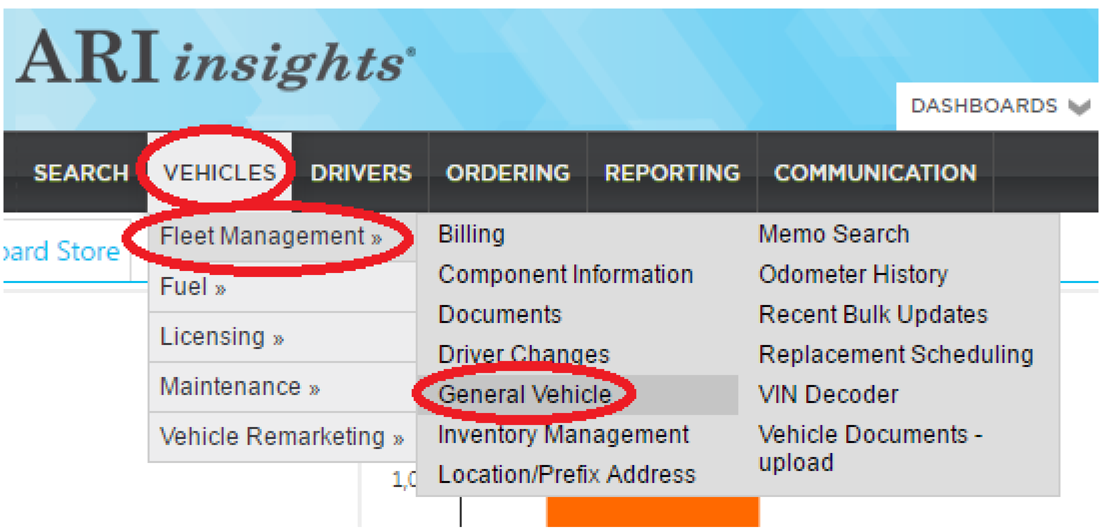


With KPI's the graphs can be exported into PDF files or printed to be used in reports.



How to do searches

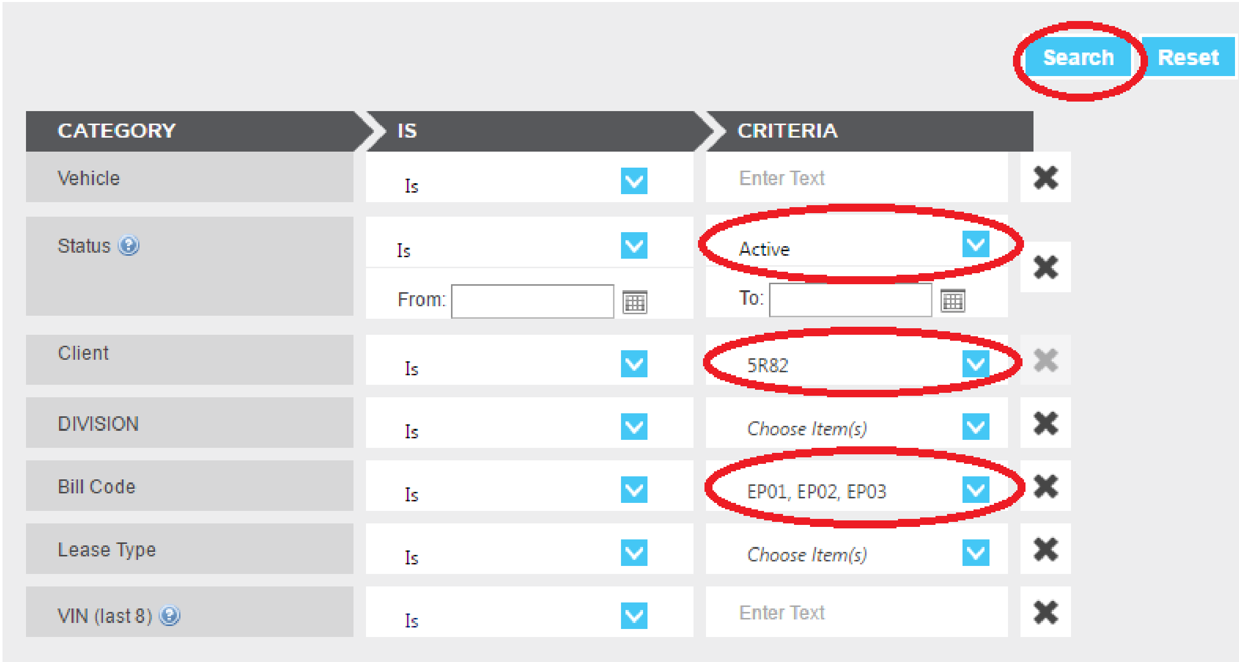
Click on Vehicles, Fleet Management, and then Search. This will bring up the General Vehicle Search menu.



Under the Criteria Column, for the Status line, click on the option you wish to search (New, Active, Out of Service, Sold **Keep in mind, Sold status is only shown for 13 months then is purged from ARI's searches). Then click out of the columns to set your selection.

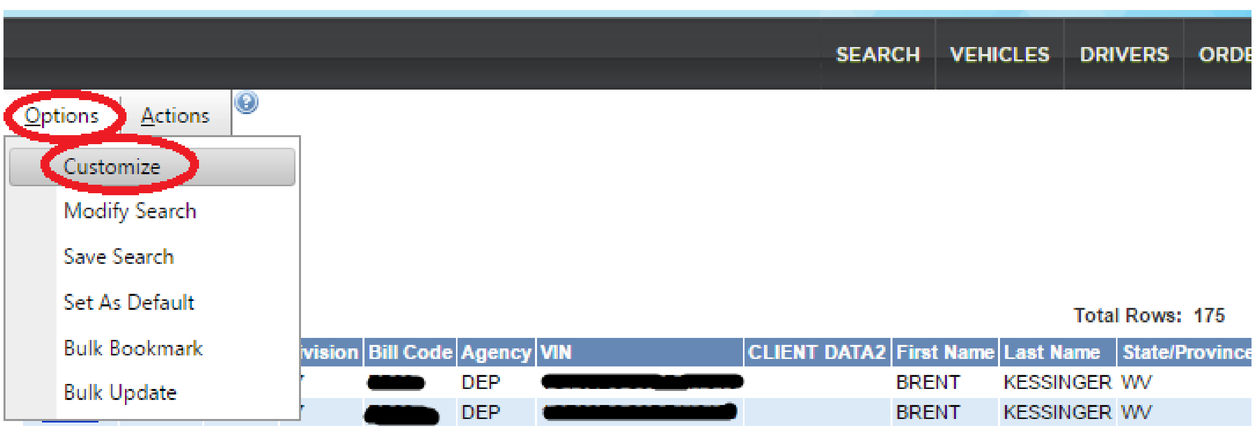
Under the Criteria Column, for the Client line, click on the option 5R82. Then click out of the columns to set this selection.

Under the Criteria Column, for the Bill Code line, click on the down arrow button and scroll down to your agency's bill code, or type it in. (Example. NR06, EP04, DL01). Then click out of the columns to set this selection. Click on Search, and ARI will find all vehicles with this criteria.

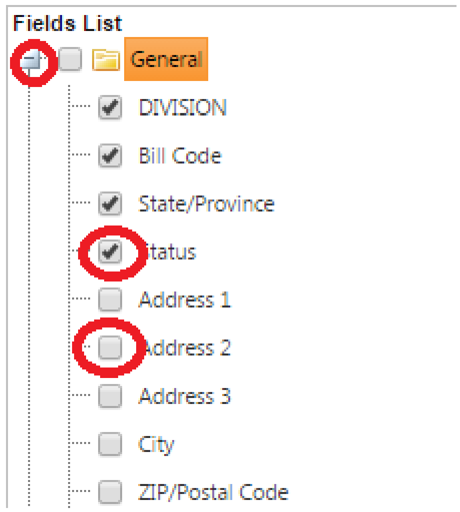


Once the Search is complete, ARI will show a general vehicle listing. From here you can either save the search, or choose more options.

By clicking on the Options tab, and the Customize, the user can add more details about the vehicles to their search such as License plate, specifications, etc.

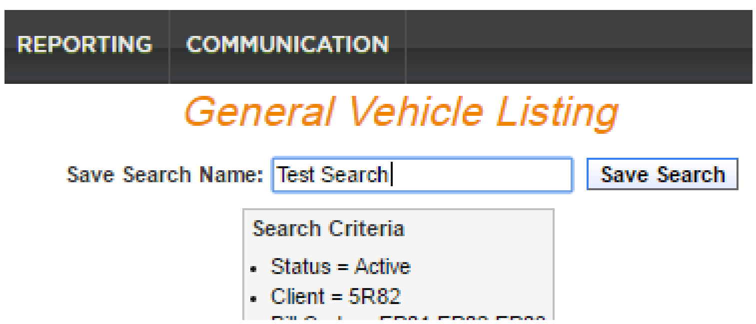


When the user clicks on Customize, a submenu drops down for various categories. Click on various categories (General, Descriptions, Specifications, etc) to find more details about the vehicles records. Click on those details that you wish to be shown in your search. (Example: license plates are under Licensing)



Once all the details that are desired, scroll down the page and click on Apply located at the bottom of the Categories submenu. ARI will expand the search and include them on the results. Here the user can either export the information into an Excel spreadsheet or save the search. To export the search, click on the Excel icon on the upper right side of the search.

To save the search, click the Options tab again, select the Save Search option. This will open a naming part in the top center of the screen where you will name your search, and then click Save Search.



After clicking the Save Search button, the user will be able to find the named search under the tabs at the top of the screen, called, Saved Searches.